

## Personnel Committee Minutes

July 21, 2015

Present: Todd Klahn, Sue McCallum, Pat Hawkey, Chief Barger, Clerk Strause

Hawkey called the meeting to order at 6:30PM at the Community Bldg.

Review/Discussion/update of the Clerk/Treasurer and Deputy Clerk/Treasurer job description was held.

McCallum moved, Klahn seconded to recommend changes to Clerk/Treasurer job description to the Village Board . Motion carried.

McCallum removed motion, Klahn removed second to the motion to recommend changes to the Clerk/Treasurer job description to the Village Board because more review would be needed.

McCallum moved, Klahn seconded to convene into closed session Pursuant to WI Stats 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data, of any public employee over which the governmental body has jurisdiction or exercise responsibility to discuss Retiring Clerk-Treas. Carol Strause Motion carried.

McCallum moved, Klahn seconded to convene into open session.

Discussed hiring process for Clerk/Treasurer. The committee felt the need to hire someone early so they can work with the current Clerk/Treasurer before she retires in 2016. McCallum moved, Klahn seconded the motion to recommend to the Village Board that recruitment for the position of Village Clerk/Treasurer position begin in January of 2016. Motion carried.

Discuss/update Employee Handbook. The committee discussed the updates, Hawkey will make the changes/updates and bring the copy back to the committee.

Discuss/update Village Board Handbook. The committee discussed the updates, Hawkey will make the changes/updates and bring the copy back to the committee.

Discuss/Setup evaluations schedule for the Chief of Police/Public Works Director for July 29, 2015 at 7:00 am.

Discuss employee access to Personnel Files for review. Hawkey will send an email to all employees informing them that they can review their personnel file at any time by contacting the Village Clerk.

Review Employee timesheets.

Klahn moved, McCallum seconded motion to adjourn. Motion carried 9:10pm